

**CITY COUNCIL AGENDA  
STAFF REPORT**

Prepared on: February 11, 2005  
Agenda date: February 22, 2005  
Reviewed by\_\_\_\_\_

**SUBJECT:** Request to Temporarily Close portions of Solano Avenue and Jackson Street for the April 9, 2005 Albany Little League Parade

**FROM:** Ann Chaney, Community Development Director

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**STAFF RECOMMENDATION**

Approve an Encroachment Permit and Parade Permit, at no fee, to allow closure of Solano Avenue, between Key Route Boulevard and Jackson Street, and closure of Jackson Street, between Solano Avenue and Buchanan Street, from 9:00 to approximately 9:45 a.m. on Saturday, April 9, 2005, for the annual Albany Little League Parade.

**BACKGROUND**

The Little League has submitted an Encroachment Permit and Parade Permit application to close a portion of Solano Avenue and Jackson Street on April 9, between 9:00 and 9:45 a.m. for purposes of holding the annual Albany Little League Parade. The parade times, route, and staging area are exactly the same as last year.

According to the City's Master Fee Schedule, City Council approval is required for group permits for special activities occurring in the public right-of-way (e.g., Solano Stroll). Prior to last year, only half (or one lane) of the street was closed for the parade. However, in 2004 the Little League asked that both lanes be closed because of safety concerns. According to the Police Department, last years' parade was successful and without event. Specifically, street closure would affect the section of Solano Avenue between Key Route and Jackson, and the section of Jackson Street between Solano and Buchanan.

Michelle Lee, representing the Albany Little League, states that the families would gather around Key Route Boulevard between 8:30 and 9:00 a.m. The parade would begin at 9:00 a.m. at Key Route and Solano Avenue and end at the Little League fields in University Village.

## **ANALYSIS**

Closure of this section of Solano Avenue, on Saturday, April 9, is not expected to have a major impact on local businesses because most are not open before 10:00 a.m.

Parade proponents met with the Albany Police Department staff to discuss the logistics surrounding the parade, such as traffic control. The Police Department will coordinate with the Public Works division regarding items such as barricades. Little League volunteers will be responsible for placing barricades at designated intersections, standing by to ensure that vehicles do not enter the parade route, and removing the barricades at the end of the parade when the final police car passes by. City police will be responsible for traffic control at major intersections.

## **FISCAL IMPACT**

Because the Little League is a non-profit organization, no fee would be charged for the encroachment permit. Therefore, the City will have to bear the costs of City Police Department and Public Works staff to cordon off and secure the area. For Public Works, the costs are estimated to be about \$200 for four staff hours. For the Police Department, it is intended that volunteer Reserve staff be used for the parade event, plus one paid supervisory person. Thus the costs to PD are about \$200 for two staff hours. It should be noted that, the Little League will be required to hold the City harmless should any damage or injuries incurred during the parade event.

## **Attachments**

Encroachment Permit and Parade Permit application